

July 20, 2009

TO: ALL OFFERORS

FROM: HOLLYLYNN FORD, CPPB
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS
CONTRACT NO.: GSS09484-OUT PRINT
OUTSOURCED PRINTING

ADDENDUM #2

This addendum is issued to advise Offerors of the questions and answers that were submitted **in writing** prior to Friday July 17, 2009 by 4:00 p.m.

- 1) If we know from previous experience with print jobs for DE that the actual job is larger than the specs outlined in the Excel spreadsheet, should we just quote on the job exactly as it appears in the spreadsheet so we are quoting "apples to apples" with other bidders? Specifically, item 23 licenses calls for only one license where the complete job is multiple licenses in various sizes, colors, imprints, larger quantities, etc. I would assume we should just quote exactly as your item 23 is spec'ed out on the bid form.
 - a. Absolutely, please quote on the job as it is listed on the excel sheet so we can get a "apples-to-apples" with the other vendors. If you want to use the comment block to add anything, such as "if this job had a qty of ### we would bid \$XX,XXX.XX. That information is always helpful, but is not necessary for this bid proposal. The example we have posted is normally part of a larger job, but there is always the possibility that we would need to print additional licenses and this would be a perfect example of a small quantity. Please ensure you review the Description of Service Category as well, it states additional characteristics we're requiring be available from the vendor who is awarded under licenses.
- 2) Also where on the website will we find the answers to our questions?
 - a. There will be a link for answers to vendor questions available on <http://gss.omb.delaware.gov/bids.shtml> cob Monday, 7/20/09. Additionally, the Pricing Spreadsheet will be updated.

- 3) Service item # 6, The first item didn't have quantities listed. I'm guessing that they should be the same as the items below on the sheet.

a. This has been updated on the spreadsheet.

- 4) Service item #7, The meaning of "Duplex" It could mean 2 sides or Duplex Paper

a. It means 2-sided. Updated on the spreadsheet.

- 5) Service Item #8, I didn't see a Stock Weight or Description.

a. 14pt on the weight unless otherwise specified. This has been updated

- 6) On service item #14 for variable data services and direct mail - there is no request for the mail processing costs (process mailing list, insert letters into envelopes, seal, tray and deliver to post office. For example - the second item is a letter with address information but no details about handling after the printing. We have in-house mail processing services and could handle the complete project - is the intent to just bid out the printing? Is the mail processing another bid? I can provide the pricing for mail processing in additional details column if we would be considered for that service

a. We do offer mail services via another service with Government Support Services, but we also send this work out to our vendors to print and mail, so it's beneficial to know. Please consider the first four quote requests as project printing w/variable data added (no mailing included). The last item "8.5 x 11 tri-fold brochure, 80lb cover gloss, 2 sided, full color w/variable data throughout folded." Mail processing in general for pre-sort and bulk services is held on another state contract. You can always add any additional comments if you wish. This has been updated on the spreadsheet.

- 7) SPECIAL PROVISIONS 13. MANDATORY INSURANCE REQUIREMENTS 1a. Do the Comprehensive General Liability Amounts shown pertain to contractors (as it's worded in your document) or vendors, such as us?

a. Yes.

- 8) PROPOSAL REPLY SECTION Service Item #5 For binding only, will the saddle stitched items be supplied already folded, collated and trimmed to the finished size?

a. Please consider for purposes of this quote, that you would receive the product in single separate sheets (no folding/collating/trimming) to make the saddle stitch process more efficient. Folding/Collating/Trimming would need to be accomplished by the vendor for Saddle Stitch.

9) For lamination only, will the book marks be supplied on a large sheet or cut down to 8.5 x 2? If so, how many on a sheet?

a. PPO would send these out on one sheet, not cut down. They would receive an 8.5 x 11, 5 up per sheet.

10) Service Item #9 Are the carbonless forms a standard color sequence (3 Part = White/Yellow/Pink) (4 Part = White/Yellow/Pink/Gold)?

a. For bid purposes, please use the standard you listed.

11) If two of the carbonless forms you've noted are only partially carbonless, what are the other parts within the set?

a. The part of the form requesting partial non-NCR would be normal 20# bond paper. We have some forms that require NCR in certain parts of the form, but not in others. The part of the form requesting 4 part NCR and Bond form that is not NCR would be 20# bond paper.

12) Service Item #15 The memo pads state adhesive back and/or plain back. What do you mean by adhesive back, label stock or post-it paper?

a. Adhesive back should be considered similar to a Post-It. Quotes on this sheet should be non-adhesive for purposes of this request. This has been updated on the spreadsheet.

13) What are the paper specifications for the pads?

a. 20# bond paper.

14) Is the quantity noted for the number of pads or the number of sheets required?

a. Each should be 50 sheets per pad. The quantity requested is how many pads we would like.

15) Service Item #17 For the prescription pads, are they printed?

a. Yes. See updated tab for further info.

16) Is the quantity noted for the number of pads or the number of sheets required?

a. 50 sheets per pad. The quantity requested is how many pads we would like.

17) Service Item #18 Multiple items are noted as Classic. Is that Classic Crest, Classic Laid, etc.?

a. We have updated the tab and removed Classic as this was just referencing a color type. It is now referenced as Cream or White.

18) Service Item #22 The standard matte & gloss label paper weight is 60#, is that acceptable to bid on?

a. We have updated the tab to reflect 60# standard.

19) In the tab: Advertising Discount Publications, the sizes that are listed, are they the finished size of the publication? (i.e. 11"x17" flat, 8.50"x11" 56 pages finished)

a. Yes, the size listed is the finished size.

20) Will there be a sample of the job provided when it's time to print?

a. The state will have dimensions, concept and bulk content to provide the vendor w/exception to the promotional advertising that is provided by the vendor with final approval of advertisement given by the state agency.

21) Should we plan to ship each job separately? Meaning is there a possibility we will only be delivering or shipping 1000 brochures if that's what is ordered?

a. Yes, each order from the State will be handled separately and delivery instructions will be included with the order. There is a possibility that there are multiple delivery locations, but that would be specified in the delivery instructions. Any more than 5 locations we would also anticipate additional delivery fees.

22) Once the job is accepted and we invoice, is it acceptable to list different departments on our invoice, showing the breakdown of cost per department (portion of the job)?

i.e. Bindery: \$\$\$ Four Color Process: \$\$\$\$ Spot Color: \$\$\$\$

a. PPO is fine with mass information on an invoice. As long as the state receives one final invoice, they take no issues with the breakdown of that invoice.

23) On Excel Tab: Book, Rept, Manual, Pamp, News, Mag Category A & B: Are we quoting on a coated or uncoated sheet for both weights of stock or coated on the cover and uncoated on the text weight?

a. We have updated the tab to clarify paper type specifications. Please see updated tab.

24) On Excel Tab: Finishing Services What kind of laminate pricing do you prefer? (ex. 1.5, 3, 5 mil, etc.)

a. We prefer 5 mil pricing. We have updated the tab to reflect this.

25) On Excel Tab: Brochures, Rack Cards The 12x18 flat option does not have quantities associated with it. Do we quote or leave alone?

a. We have adjusted the formatting of the spreadsheet, there are now quantities.

26) Is the rack card 1 spot option 1/0 or 1/1?

a. The one spot color option should be 1-spot color on both sides. See spreadsheet for updates.

27) Half fold/full color is shaded out on the excel file. Do we quote?

a. This has been corrected. See spreadsheet for updates.

28) On Excel Tab: Flyer/Letter There is an option listed for a 2-sided letterhead. Are we quoting this? Usually letterhead is 1-sided, that is the only reason I ask.

a. We have removed the letterhead notation and changed it to uncoated single side and uncoated two sided options. See spreadsheet for updates.

29) On excel Tab: Folder What is the weight of stock you would like the folders quoted on?

a. 14pt. unless otherwise specified. There are two options that list 100lb.

30) When you spec a one-sided folder vs. a two-sided folder, what part of the folder are you looking at?

a. For purposes of this bid, one-sided means the front of the folder. Two-sided means the front and back exterior of the folder. No interior printing is requested in this bid.

31) When you open up a pocket folder, that is the inside. You will see the pockets of the folder, but if the pockets are printed, that would be one side printing. If the printing is anywhere else on the inside, it would be considered a 2-sided printing. I just want to clarify.

a. To clarify, exterior printing for the bid quotes. Interior printing is included in the service category for folders and may be requested by the state as part of an order.

b.

32) On excel Tab: Forms 5th cell down: (Part of form is NCR/not entirely NCR) - could you explain further? Is it tag or bond?

- a. The part of the form requesting partial non-NCR would be normal 20# bond paper. We have some forms that require NCR in certain parts of the form, but not in others.

33) On excel Tab: Note,Memo Pads Are the 1st two options notepads and the 2nd two options post-it notes?

- a. These are all non-adhesive. Tab has been updated. Please see updated spreadsheet.

34) Throughout the excel file, you spec 1-2 spot color printing on various items. Do you want the pieces quoted as a 1 color, 2 color or both?

- a. Please quote up to 2 spot color as this could vary for us. PPO is interested in seeing one price per quantity request though. If you would like to include both please do so in the Additional Details tab.

35) If we are to outsource any printing or bindery, do we need to list the vendors equipment also? There is an equipment list that we fill out for in-house items, but did not know whether it was a requirement to list others equipment also.

- a. Yes. If you cannot, please state why in the Additional Details tab. This is part of the RFP to name sub-vendors, their company data and their equipment.

All other terms and conditions remain the same.
If you have any questions, please contact me at 302-857-4559.